Price guide

Advertising Mail (including Sustainable), Business Mail, Publishing Mail, Subscription Mail, Door to Door, Response Services and Inbound Mail Services

January 2021

Royal Mail

Helping your business thrive and prosper

Royal Mail is the UK's designated Universal Postal Service Provider, supporting customers, businesses and communities across the country. We are the only company that has the capability to deliver a 'one-price-goes-anywhere', six-days-a-week service on a range of letters and parcels to more than 30 million addresses across the UK.

Online Price Calculator

Use our online price calculator to find the best options for your mailing. There's also a downloadable excel version.
royalmailtechnical.com/calculator

For other prices such as stamps, franking, parcels and international please visit:
royalmail.com/current-postage-prices

Although correct at the time this price guide was produced (November 2020), postal prices, fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.

Up-to-date information may be obtained by visiting
royalmail.com

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Marketing Services

Royal Mail Advertising Mail®

Provides flexibility and savings on your direct mail and marketing campaigns.

It is already building many best-known brands' relationships with customers. With direct marketing campaigns delivering return on investment like never before, it's time to make it really work for you.

The right choice for your business if you:

- want a reliable medium that enables you to speak directly to customers and measure the effect
- need a service that is ideal for retaining existing customers, as well as acquiring new ones
- are sending over 1,000 Letters or Parcels or 250 Large Letters per day
- can meet our criteria for mail that is 100% advertising content.

To find out more go to **royalmail.com/advertising-mail**

Sustainable® Advertising Mail

Enables you to reach customers through direct mail, with a focus on the environment.

With Sustainable® Advertising Mail you can keep your green credentials intact. Make the most of this highly versatile and targeted medium, and save money too.

The right choice for your business if you:

- are using direct mail and want your mailings to have a low environmental impact
- can meet the Entry or Intermediate level specifications for Sustainable® Advertising Mail and so qualify for savings on Advertising Mail
- are posting at least 4,000 Letters or 1,000 Large Letters per day.

You can customise Sustainable® Advertising Mail to meet your needs by choosing from the options on pages 4-5.

To find out more go to **royalmail.com/sustainable-advertising-mail**

Royal Mail Door to Door®

Royal Mail Door to Door® is our unaddressed leaflet distribution service. Delivered by our trusted network of delivery post people, only Door to Door offers you:

- access to all 29 million UK addresses with prices from just 5p per item
- the flexibility to deliver leaflets, catalogues, samples and more
- free planning and targeting of your distribution to ensure your message reaches the right people
- creative and design support to maximise the impact of your items
- exclusivity – your item won't be sent out with any that have a competing message with yours
- a new Collection Service – meaning we'll come and collect your items from you
- flexible payment options – via account or via debit/credit card.

To find out more go to **royalmail.com/doortodoor**

Royal Mail Subscription Mail®

Subscription Mail is our subscription magazine service, where items posted contain 30% or more editorial content.

We consulted the sector and customers told us they need certainty to grow their subscriptions. Subscription Mail offers up to 12-months price certainty so that customers can plan ahead and invest in launching new titles.

On this service, customers can benefit from significant savings versus Publishing Mail.

General Correspondence Products

Business Mail 1st Class and Royal Mail Business Mail®

Is the perfect solution for your general business correspondence and transactional mail, such as bills, statements or invoices.

Business Mail 1st Class is the right option for businesses or organisations looking to send critical or time-sensitive mail quickly – and get a response just as fast. For items that do not require urgent delivery, Business Mail 2nd Class is the perfect solution.

The right choice for your business if you:

- are sending out general correspondence and transactional mail
- want to reach your customers and build trust and relationships
- want to earn savings for the volume of mail you send or for doing some preparation of your mail.

You can customise Business Mail 1st Class and Business Mail to meet your needs by choosing from the options on pages 4-5.

To find out more go to **royalmail.com/business-mail**

If you do not want to take up any of the special options detailed in these pages, simply hand your mail over to us and we will do the rest.

New Unsorted Barcodes

We have started to phase out some of our unsorted options. It is important to use one of the barcoded options to get the best prices. Account customers can save 5-6p by printing a simple barcode.

To find out more go to **royalmail.com/barcodesavings**

Royal Mail Publishing Mail®

Is our specialist mailing service for publishers and distributors of magazines, journals and newsletters.

The right choice for your business if you:

- publish magazines, newsletters, periodicals or journals with at least one-sixth editorial content
- distribute a minimum of 1,000 items at least twice a year – there is no limit on the amount you can send
- want to earn savings for the volume of mail you send or for doing some preparation of your mail.

You can customise Publishing Mail to meet your needs by choosing from the options on pages 4-5.

To find out more go to **royalmail.com/publishing-mail**

Response Services

Our Response Services enable businesses and consumers to react to direct marketing, magazine inserts, press advertisements, voting communications and surveys through an item of mail; paid by you.

You can use them to great effect for electoral communications, market research and surveys too. It's all done with a dedicated item of mail paid through your account with Royal Mail.

Choose Business Reply Standard for:

- replies by 1st or 2nd Class
- can be personalised with your branding and logo.

Choose FREEPOST NAME for:

- handwritten or printed options
- respondent only writes the FREEPOST NAME – no full postal address required.

To find out more go to **royalmail.com/standardresponseservices** or **royalmail.com/freepostname**

Your mailing options

For businesses and organisations which use mail as an integral part of their communications plans, Royal Mail have a number of options available for you to choose from. The final price for your mailing will depend on a number of choices that you make, and this price guide is intended to give you an overview of the options. Should you need any further details please see the appropriate product guide at **royalmail.com** or email us at **business.customer.service@royalmail.com**

What is the content of your mailing?

Advertising Mail

Mailings which comprise a largely uniform message to all addressees, with the purpose of promoting the sale or use of products or services, or to encourage contribution to, or support of a cause.

Publishing Mail

A service for periodicals such as newsletters, journals and magazines (but not brochures, catalogues, directories and exhibition guides). Before customers can use the service we need to verify that items meet our qualifying criteria. At least one-sixth of the periodical must be editorial content.

Business Mail

Typically contain general correspondence and items of a personalised nature for transactional, contractual or relationship purposes. Generally they are for mailings that do not qualify for Advertising Mail, Sustainable Advertising Mail or Publishing Mail. Goods cannot be sent in Business Mail – please use one of our Parcels products.

How much does it weigh?

Typically we have a single price for 0-100g, another for 101-250g, then above 250g you pay for each additional gram.

With the parcel format (only available with Advertising Mail and Publishing Mail) the weight band is 0-750g then 751-1000g. Above 1000g you pay for each additional gram.

How quickly do you want it delivered?

1st Class	The working day after collection
2nd Class	2 working days after collection
Economy	6 working days after collection

Are you able to pre-sort the mailing into separate containers, depending on the destination?

We then pass on the cost saving to you. Most of our customers who use this facility use the services of a Mailing House to realise this potential. Should you need any support in making this happen please e mail us at **business.customer.service@royalmail.com**

Unsorted is where you just give us the mail as it is.

Low Sort is where we ask you to sort to Mail Centre level (c 80 selections) for mail that can be processed through our letter sorting equipment (our lowest cost way of processing mail).

High Sort requires a deeper level of sortation as it separates mail for each Delivery Office (c 1500 selections).

Your mailing options

Can the items be processed by our Sortation and Sequencing equipment? (Machine Readability)

MailMark® is the new style barcode which is able to direct and track individual items through the network up to the point where they are ready for delivery.

OCR – even just applying the right font, and making sure that certain areas of the envelope are clear from text or artwork, can help us use Optical Character Recognition.

Address Quality – items that are carefully and accurately addressed will give better performance and help achieve lower prices.

Again, many customers make use of third party providers to realise the savings that are achievable here. Give us a call and we can point you in the right direction.

What containers are you presenting the mail in?

We have migrated much of our internal movement of mail into trays rather then bags to drive efficiency, and now offer customers for our pre-sorted products a preferential rate if you can do the same. Trays protect your mail from damage.

Does your mail achieve the best environmental standards – Sustainable Advertising Mail?

For customers who use Advertising Mail, we offer an additional discount if you are able to meet our highest standard of production processes, address quality and recycling awareness.

What is your mailing volume?

If your daily volumes (per speed and format) reach certain threshold levels you will get additional discounts.

How do you access these services?

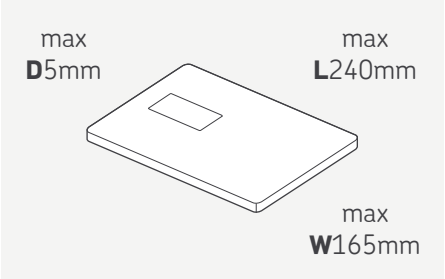
Access to the services in this price guide is via a Royal Mail Online Business Account, which is our online ordering and invoicing system. It allows you to order mail services and manage your Royal Mail invoices quickly and simply in one place. For more information go to: **royalmail.com/oba**

Know your formats

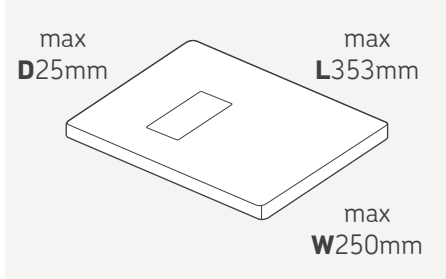
Here are the formats we use to work out the postage. Each format has its own size and weight limits. The illustrations below will help you check the format of your item.

Advertising Mail & Business Mail*

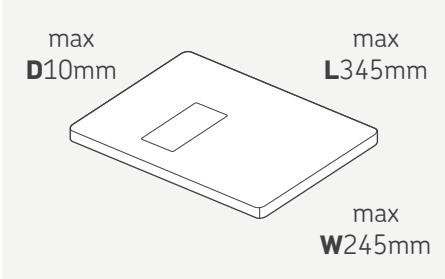
Letter: up to 100g



Large Letter: up to 750g



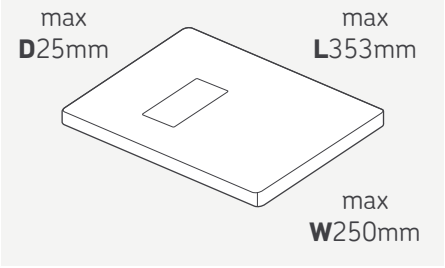
Large Letter – machine readable: up to 750g



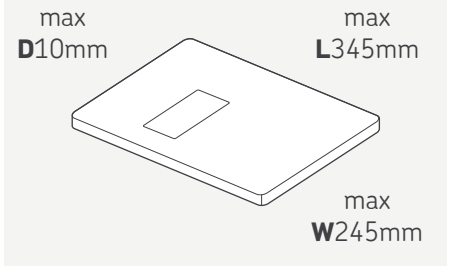
*There is no Parcel option in Business Mail and goods are not permitted in Business Mail Large Letters. For information on Parcels services please visit **royalmail.com/parcels**

Publishing Mail

Large Letter: up to 750g

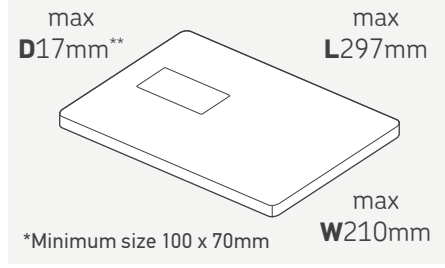


Large Letter – machine readable: up to 750g



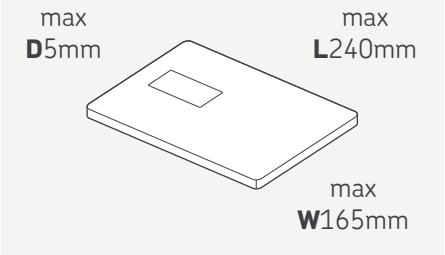
Door to Door

Items up to 200g*

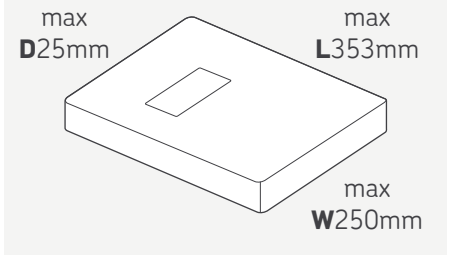


Response Services

Letter: up to 100g



Large Letter: up to 750g



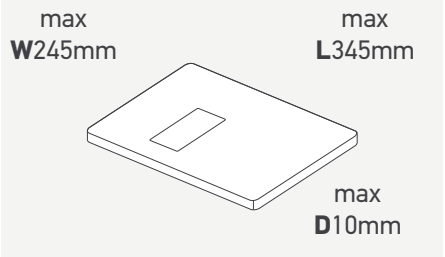
Bundles to weigh less than **6.4kg**. Boxes to weigh less than **10kg**. In each box – every item to weigh the same and be made from the same paper weight.

We can check your item when you send us a sample, and if you want to talk anything through with the team you can call: **0345 266 0858**.

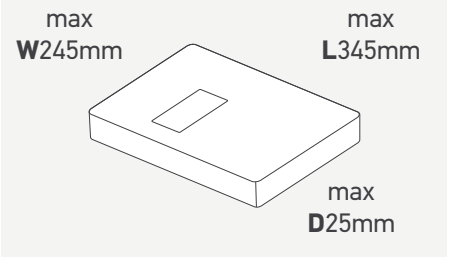
**If your item is more than 5mm thick please contact the Door to Door team on 0345 266 0858 for advice.

Subscription Mail

Large Letter – machine readable: up to 750g



Manual Large Letter



Advertising Mail

Standard unsorted options

Letter

				Number of items per sales order†			
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1,000-2,499**	**2,500-9,999**	**10,000-24,999**	**25,000+**
1st Class	Standard Tariff	CLN	100g	67.5p	66.2p	64.8p	63.4p
	Account††	UNC	100g	61.6p	60.4p	59.2p	57.9p
2nd Class	Standard Tariff	CLN	100g	41.4p	40.6p	39.8p	38.9p
	Account††	UND	100g	38.5p	37.7p	36.9p	36.1p

Prices in this table exclude VAT, which is charged at the standard rate.
Prices in this table exclude the mailing standards levy of 0.2% and the JICMAIL levy of 0.3% (from April 2021), both of which are not subject to VAT.
Further details of the Mailing Standards and JICMAIL Levy can be found in the specific terms relating to Advertising Mail.
†In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.
Mailings of less than 1,000 items may be refused or charged at a higher rate.

††A Barcode is required for the Account options. For further information visit **royalmail.com/barcodesavings**

Highly Machine readable unsorted options

Letter

				Number of items per sales order†			
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1,000-2,499**	**2,500-9,999**	**10,000-24,999**	**25,000+**
1st Class	Advanced	UNK	100g	50.6p	49.4p	48.4p	47.4p
	Mailmark	EBT	100g	49.6p	48.5p	47.5p	46.4p
	OCR	CLF	100g	55.2p	54.1p	52.9p	51.8p
2nd Class	Advanced	UNL	100g	30.5p	29.7p	28.9p	28.1p
	Mailmark	EBU	100g	29.6p	29.0p	28.3p	27.7p
	OCR	CLH	100g	32.1p	31.5p	30.8p	30.1p

Prices in this table exclude VAT, which is charged at the standard rate.
Prices in this table exclude the mailing standards levy of 0.2% and the JICMAIL levy of 0.3% (from April 2021), both of which are not subject to VAT.
Further details of the Mailing Standards and JICMAIL Levy can be found in the specific terms relating to Advertising Mail.
†In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.
Mailings of less than 1,000 items may be refused or charged at a higher rate.

Advertising Mail

Low Sort and High Sort options

Letter

				Number of items per day*				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**4,000-19,999**	**20,000-39,999**	**40,000-79,999**	**80,000-119,999**	**120,000+**
1st Class	Low Sort Mailmark	EBD	100g	53.5p	52.5p	51.1p	50.4p	49.8p
	Low Sort OCR	AUR	100g	58.8p	57.7p	56.3p	55.5p	54.9p
	High Sort Direct	AUX	100g	68.2p	67.1p	65.6p	64.9p	64.3p
	High Sort Residue*	AUX	100g	68.6p	67.5p	67.1p	66.8p	66.4p
2nd Class	Low Sort Mailmark	EBE	100g	23.5p	23.0p	22.4p	22.1p	21.8p
	Low Sort OCR	AVN	100g	25.6p	25.1p	24.5p	24.1p	23.9p
	High Sort Direct	AV1	100g	28.8p	28.3p	27.7p	27.4p	27.1p
	High Sort Residue*	AV1	100g	29.1p	28.7p	28.3p	28.3p	28.2p
Economy	Low Sort Mailmark	EBF	100g	20.8p	20.4p	19.8p	19.6p	19.3p
	Low Sort OCR	AVU	100g	22.9p	22.5p	21.9p	21.9p	21.9p
	High Sort Direct	AV4	100g	24.9p	24.5p	23.9p	23.9p	23.9p
	High Sort Residue*	AV4	100g	25.2p	24.9p	24.8p	24.6p	24.6p

Prices in this table exclude VAT, which is charged at the standard rate.
Prices in this table exclude the mailing standards levy of 0.2% and the JICMAIL levy of 0.3% (from April 2021), both of which are not subject to VAT.
Further details of the Mailing Standards and JICMAIL Levy can be found in the specific terms relating to Advertising Mail.
*The price for Residue is based on the number of items per mailing, not per day.
Mailings of less than 4,000 items may be refused or charged at a higher rate.

Tray savings: For trayed mailings of Letters you can save 0.30p (ex VAT) per item from the prices in this table.

Advertising Mail

Catalogue option

Letter

				Number of items per day*				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**4,000-19,999**	**20,000-39,999**	**40,000-79,999**	**80,000-119,999**	**120,000+**
Economy	High Sort Direct	AM3	100g	24.9p	24.5p	23.9p	23.9p	23.9p
		AM3	110g	26.7p	26.3p	25.7p	25.4p	25.1p
		AM3	120g	28.1p	27.6p	27.0p	26.7p	26.4p
		AM3	130g	29.4p	28.9p	28.3p	28.0p	27.7p
		AM3	140g	30.7p	30.2p	29.5p	29.2p	28.9p
		AM3	150g	32.1p	31.6p	30.9p	30.5p	30.2p
	High Sort Residue*	AM3	100g	25.2p	24.9p	24.8p	24.6p	24.6p
		AM3	150g	47.2p	46.8p	46.5p	46.3p	46.3p

Large Letter

				Number of items per day*				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1,000-9,999**	**10,000-19,999**	**20,000-39,999**	**40,000-59,999**	**60,000+**
Economy	High Sort Direct	AM3	100g	30.8p	30.2p	29.5p	29.2p	28.9p
		AM3	110g	33.5p	32.9p	32.1p	31.7p	31.4p
		AM3	120g	35.5p	34.9p	34.1p	33.7p	33.3p
		AM3	130g	37.4p	36.8p	35.9p	35.5p	35.1p
		AM3	140g	39.4p	38.7p	37.8p	37.4p	37.0p
		AM3	150g	41.2p	40.5p	39.5p	39.1p	38.7p
		AM3	250g	41.7p	40.9p	39.9p	39.5p	39.1p
	High Sort Residue*	AM3	100g	34.2p	34.0p	33.9p	33.9p	33.9p
		AM3	150g	47.2p	47.0p	46.8p	46.8p	46.8p
		AM3	250g	46.3p	46.1p	45.8p	45.8p	45.8p

For details of Large Letters over 250g see the Advertising Mail rate card.
Prices in this table exclude VAT, which is charged at the standard rate.
Prices in this table exclude the mailing standards levy of 0.2% and the JICMAIL levy of 0.3% (from April 2021), both of which are not subject to VAT.
Further details of the Mailing Standards and JICMAIL Levy can be found in the specific terms relating to Advertising Mail.
*The price for Residue is based on the number of items per mailing, not per day.
Mailings of less than 1,000 Large Letters or 4,000 Letters may be refused or charged at a higher rate.

Tray savings: For trayed mailings you can save 0.30p for Letters and 1.0p for Large Letters (ex VAT) per item from the prices in this table.

Advertising Mail

Standard unsorted options

Large Letter

				Number of items per sales order†			
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**250-749**	**750-1,999**	**2,000-4,999**	**5,000+**
1st Class	Standard	CLN	100g	101.4p	99.3p	97.2p	95.2p
			250g	139.5p	136.6p	133.8p	131.0p
			500g	177.0p	173.4p	169.8p	166.2p
			750g	248.2p	243.2p	238.1p	233.1p
	Account††	UNC	100g	96.4p	94.5p	92.5p	90.6p
			250g	134.6p	131.8p	129.1p	126.4p
			500g	172.1p	168.6p	165.1p	161.6p
			750g	243.3p	238.4p	233.4p	228.5p
2nd Class	Standard	CLN	100g	70.3p	68.9p	67.5p	66.0p
			250g	99.3p	97.3p	95.3p	93.2p
			500g	128.7p	126.1p	123.5p	120.9p
			750g	182.5p	178.8p	175.1p	171.4p
	Account††	UND	100g	65.4p	64.1p	62.7p	61.4p
			250g	94.4p	92.4p	90.5p	88.6p
			500g	123.8p	121.3p	118.8p	116.3p
			750g	177.6p	174.0p	170.4p	166.8p

Prices in this table exclude VAT, which is charged at the standard rate.
Prices in this table exclude the mailing standards levy of 0.2% and the JICMAIL levy of 0.3% (from April 2021), both of which are not subject to VAT.
Further details of the Mailing Standards and JICMAIL Levy can be found in the specific terms relating to Advertising Mail.
†In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order. Mailings of less than 250 items may be refused or charged at a higher rate.

††Barcode savings. A barcode is required for the Account options. For further information visit **royalmail.com/barcodesavings**

Advertising Mail

Highly machinable unsorted options

Large Letter

				Number of items per sales order†				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1-249**	**250-749**	**750-1,999**	**2,000-4,999**	**5,000+**
1st Class	Mailmark	EBT	100g	97.9p	84.5p	82.7p	81.0p	79.2p
			250g	136.6p	117.9p	115.4p	113.0p	110.4p
			500g	177.3p	153.1p	149.7p	146.6p	143.3p
			750g	250.7p	216.5p	211.7p	207.3p	202.7p
	Advanced*	UNK	100g	97.9p	85.4p	83.5p	82.0p	80.5p
			250g	136.6p	119.2p	116.5p	114.4p	112.3p
			500g	174.7p	152.4p	148.9p	146.3p	143.7p
			750g	250.0p	218.2p	213.2p	209.4p	205.6p
	OCR	CLF	100g	n/a	92.5p	90.4p	88.5p	86.6p
			250g	n/a	130.8p	127.9p	125.2p	122.5p
			500g	n/a	169.6p	165.9p	162.4p	158.8p
			750g	n/a	240.1p	234.9p	230.0p	224.8p
2nd Class	Mailmark	EBU	100g	66.4p	61.3p	60.0p	58.8p	57.4p
			250g	95.8p	88.5p	86.6p	84.8p	82.9p
			500g	125.7p	116.1p	113.6p	111.2p	108.8p
			750g	180.3p	166.6p	162.9p	159.5p	156.0p
	Advanced*	UNL	100g	66.4p	64.5p	63.0p	62.0p	61.0p
			250g	95.8p	93.1p	90.9p	89.4p	88.0p
			500g	125.7p	122.1p	119.3p	117.4p	115.5p
			750g	180.3p	175.1p	171.1p	168.3p	165.6p
	OCR	CLH	100g	n/a	68.4p	66.9p	65.5p	64.0p
			250g	n/a	96.6p	94.5p	92.5p	90.4p
			500g	n/a	125.7p	122.9p	120.4p	117.7p
			750g	n/a	179.8p	175.9p	172.2p	168.4p

Prices in this table exclude VAT, which is charged at the standard rate.
Prices in this table exclude the mailing standards levy of 0.2% and the JICMAIL levy of 0.3% (from April 2021), both of which are not subject to VAT.
Further details of the Mailing Standards and JICMAIL Levy can be found in the specific terms relating to Advertising Mail.
†In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.
Mailings of less than 250 OCR items may be refused or charged at a higher price.

Advertising Mail

Sorted options

Large Letter

				Number of items per day*				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1,000-9,999**	**10,000-19,999**	**20,000-39,999**	**40,000-59,999**	**60,000+**
1st Class	Low Sort Mailmark	EBD	100g	71.8p	70.5p	68.8p	68.0p	67.3p
			250g	81.1p	79.6p	77.8p	76.8p	76.1p
	Low Sort OCR	AUR	100g	80.1p	79.2p	78.8p	78.3p	77.4p
			250g	91.4p	90.4p	89.9p	89.4p	88.4p
	High Sort Direct	AUX	100g	74.7p	73.4p	71.6p	70.7p	70.0p
			250g	84.7p	83.2p	81.2p	80.2p	79.4p
	High Sort Residue*	AUX	100g	83.6p	82.3p	81.4p	81.4p	81.0p
			250g	94.3p	92.7p	91.7p	91.7p	91.2p
2nd Class	Low Sort Mailmark	EBE	100g	33.9p	33.4p	32.6p	32.2p	31.8p
			250g	45.4p	44.6p	43.6p	43.0p	42.6p
	Low Sort OCR	AVN	100g	37.4p	37.0p	36.8p	36.6p	36.2p
			250g	50.4p	49.8p	49.5p	49.3p	48.7p
	High Sort Direct	AV1	100g	35.3p	34.7p	33.9p	33.5p	33.1p
			250g	47.5p	46.7p	45.6p	45.0p	44.6p
	High Sort Residue*	AV1	100g	39.4p	38.8p	38.4p	38.4p	38.2p
			250g	53.0p	52.1p	51.6p	51.6p	51.3p
Economy	Low Sort Mailmark	EBF	100g	29.4p	28.9p	28.2p	27.9p	27.6p
			250g	39.7p	39.0p	38.1p	37.6p	37.2p
	Low Sort OCR	AVU	100g	32.7p	32.3p	32.2p	32.0p	31.6p
			250g	44.2p	43.7p	43.5p	43.2p	42.7p
	High Sort Direct	AV4	100g	30.8p	30.2p	29.5p	29.2p	28.9p
			250g	41.7p	40.9p	39.9p	39.5p	39.1p
	High Sort Residue*	AV4	100g	34.2p	34.0p	33.9p	33.9p	33.9p
			250g	46.3p	46.1p	45.8p	45.8p	45.8p

For details of Large Letters over 250g and Parcels see the **Advertising Mail rate card.**

Prices in this table exclude VAT, which is charged at the standard rate.
Prices in this table exclude the mailing standards levy of 0.2% and the JICMAIL levy of 0.3% (from April 2021), both of which are not subject to VAT.
Further details of the Mailing Standards and JICMAIL Levy can be found in the specific terms relating to Advertising Mail.
Mailings of less than 1,000 items may be refused or charged at a higher rate.
*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 1.0p (ex VAT) per item from the prices in this table.

Sustainable® Advertising Mail

Sustainable® Advertising Mail prices are determined on the appropriate Advertising Mail with High Sort options or Low Sort options price plus the Sustainable® Advertising Mail percentage discount as shown below:

The prices determined by this rate card are indicative. Prices after discount have been rounded and may not perfectly match the invoiced details.

Table 1 – Entry Level pricing structure

			Low Sort		High Sort	
Delivery Speed	**Format**	**Weight up to and including**	**Mailmark**	**OCR**	**Direct**	**Residue**
1st Class Product Code			**EBG**	**MXS**	**SPA**	**SPA**
	Letter	0-100g	12.50%	13.50%	12.00%	12.00%
	Large Letter	0-100g	8.00%	8.00%	7.00%	6.00%
	Large Letter	101-250g	8.00%	7.00%	6.00%	6.00%
	Large Letter	251-750g	8.00%	8.00%	8.00%	8.00%
2nd Class Product Code			**EBH**	**MXT**	**SPG**	**SPG**
	Letter	0-100g	1.40%	2.00%	1.20%	1.20%
	Large Letter	0-100g	2.20%	2.50%	2.00%	1.30%
	Large Letter	101-250g	1.60%	1.40%	1.70%	1.20%
	Large Letter	251-750g	1.62%	1.12%	1.60%	1.32%
Economy Product Code			**EBI**	**MXU**	**SPJ**	**SPJ**
	Letter	0-100g	2.00%	0.30%	0.30%	1.25%
	Large Letter	0-100g	2.20%	2.40%	2.00%	1.30%
	Large Letter	101-250g	1.50%	1.10%	1.70%	1.20%
	Large Letter	251-750g	1.60%	1.10%	1.79%	1.64%

Prices in this table exclude VAT, which is charged at the standard rate.
Prices in this table exclude the mailing standards levy of 0.2% and the JICMAIL levy of 0.3% (from April 2021), both of which are not subject to VAT.
Further details of the Mailing Standards and JICMAIL Levy can be found in the specific terms relating to Advertising Mail.

Sustainable® Advertising Mail

Table 2 – Intermediate Level pricing structure

			Low Sort		High Sort	
Delivery Speed	**Format**	**Weight up to and including**	**Mailmark**	**OCR**	**Direct**	**Residue**
1st Class Product Code			**EBJ**	**MYK**	**SPF**	**SPF**
	Letter	0-100g	13.50%	14.50%	13.50%	13.50%
	Large Letter	0-100g	9.00%	9.00%	9.00%	8.00%
	Large Letter	101-250g	9.00%	8.00%	8.00%	8.00%
	Large Letter	251-750g	9.00%	9.00%	10.00%	8.00%
2nd Class Product Code			**EBK**	**MYL**	**SPH**	**SPH**
	Letter	0-100g	3.30%	4.20%	3.20%	3.20%
	Large Letter	0-100g	3.80%	4.20%	3.95%	3.60%
	Large Letter	101-250g	3.35%	2.50%	3.50%	2.20%
	Large Letter	251-750g	3.00%	2.28%	2.80%	1.95%
Economy Product Code			**EBL**	**MYM**	**SPK**	**SPK**
	Letter	0-100g	4.00%	2.60%	2.00%	3.29%
	Large Letter	0-100g	3.80%	4.20%	3.90%	3.55%
	Large Letter	101-250g	3.30%	2.25%	3.55%	2.20%
	Large Letter	251-750g	1.80%	2.25%	3.62%	2.23%

Prices in this table exclude VAT, which is charged at the standard rate.
Prices in this table exclude the mailing standards levy of 0.2% and the JICMAIL levy of 0.3% (from April 2021), both of which are not subject to VAT.
Further details of the Mailing Standards and JICMAIL Levy can be found in the specific terms relating to Advertising Mail.

Please note that Sustainable discounts should be applied to the relevant Advertising Mail price before the tray incentive is included.

Tray savings: For trayed mailings of Letters you can save 0.30p (ex VAT) per item from the prices in this table.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 1.0p (ex VAT) per item from the prices in this table.

Door to Door

Prices exclude handling charges and VAT, which is charged at the standard rate. Subject to availability and a minimum charge of £500.

Door to Door rate card (under 5mm in depth)

	Number of items per contract (price per 1,000 items)		
Weight up to and including	**Up to 25,000**	**25,001 - 100,000**	**100,001 - 200,000***
20g	£65.99	£60.99	£57.49
35g	£70.61	£65.26	£61.51
60g	£92.39	£85.39	£80.49
80g	£99.64	£92.09	£86.81
100g	£116.14	£107.34	£101.18
120g	£151.30	£135.68	£133.19
140g	£166.43	£149.26	£139.47
160g	£182.44	£163.62	£152.90
180g	£197.65	£177.24	£165.64
200g	£214.87	£192.70	£180.09

*For standard rate card, distributions of over 200,000 items receive volume-related discounts. Each contract over this volume is priced according to the weight and geographic profile of the distribution and the Door to Door team will be able to provide you with an exact price for such distributions.

We also offer a New User rate for a new customer's first distribution.

Door to Door rate card (under 5mm in depth)

New User

	Number of items per contract (price per 1,000 items)		
Weight up to and including	**Up to 25,000**	**25,001 - 100,000**	**100,001 - 200,000**
20g	£62.99	£57.32	£53.53
35g	£67.40	£61.33	£57.28
60g	£88.19	£80.25	£74.94
80g	£95.11	£86.55	£80.83
100g	£110.86	£100.88	£94.21

New offer rate applicable to brand new customers or customers returning after 18 months

Please remember, if your contracts contain items with a depth measuring 5mm or more, they must be booked through the Door to Door Booking Centre, please call **0345 266 0858**.

Please note: These are current prices and do not change on 1 January 2021.

Door to Door

For any advice regarding Door to Door please call **0345 266 0858**, or visit: **royalmail.com/doortodoor** for further information.

Please remember, if your contracts contain items with a depth measuring 5mm or more, they must be booked through the Door to Door Booking Centre.

We want to make your next leaflet campaign as easy to manage as possible. That's why we offer an end-to-end solution to suit your needs.

Our Booking Centre team can help you to plan, target and book your items, also help you with your print requirements and arrange collection and handover of your items to our processing centres.

There is a minimum charge per contract of £500 plus VAT. A contract can be booked for distributions over a 13 week period, and you can spread distribution and payments over this period to help reduce the upfront cost to you.

To discuss how Door to Door can help your business and to make a booking, please contact the Door to Door team between 8.30am and 5.30pm Monday to Friday on **0345 266 0858** or by email **doortodoor@royalmail.com**

You can also visit **royalmail.com/doortodoor** for more information.

Business Mail

Standard unsorted options

Letter

				Number of items per sales order†				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1-999**	**1,000-2,499**	**2,500-9,999**	**10,000-24,999**	**25,000+**
1st Class	Standard	STL	100g	75.0p	72.5p	71.0p	69.5p	67.9p
	Account††	UNA	100g	69.0p	66.7p	65.3p	63.9p	62.4p
2nd Class	Standard	STL	100g	50.0p	48.8p	47.8p	46.6p	45.6p
	Account††	UNB	100g	44.0p	43.0p	42.0p	41.0p	40.2p

Prices in this table exclude VAT, which is charged at the standard rate.

†In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

††Barcode savings. A barcode is required for the Account options. For further information visit **royalmail.com/barcodesavings**

Highly Machine readable unsorted options

Letter

				Number of items per sales order†						
Delivery Speed	**Product Code**	**Option**	**Weight up to and including**	**1-249**	**250-499**	**500-999**	**1,000-2,499**	**2,500-9,999**	**10,000-24,999**	**25,000+**
1st Class	UNI	Advanced	100g	69.0p	57.0p	57.0p	54.7p	53.3p	51.9p	50.4p
	EBR	Mailmark	100g	69.0p	54.3p	54.3p	53.3p	52.1p	51.1p	49.9p
	CL3	OCR	100g	n/a	n/a	61.1p	60.0p	58.7p	57.5p	56.2p
2nd Class	UNJ	Advanced	100g	44.0p	36.0p	36.0p	35.7p	35.3p	35.1p	35.0p
	EBS	Mailmark	100g	44.0p	35.1p	35.1p	34.5p	33.8p	33.1p	32.6p
	CL4	OCR	100g	n/a	n/a	38.9p	38.2p	37.4p	36.6p	35.8p

Prices in this table exclude VAT, which is charged at the standard rate.

†In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Mailings of less than the minimum volumes may be refused or charged at a higher price.

For Business Mail Advanced (BMA) posted via Mailmark Franking machines:

Business Mail Advanced 1st Class items should be franked 69p and Business Mail Advanced 2nd Class items should be franked 44p.

Items that qualify will be charged the Advanced prices in the table above and items which do not qualify will be charged at 69p (exc VAT) for 1st Class, and 44p (exc VAT) for 2nd Class.

The difference between the sum franked per item and the sum of items qualifying and not qualifying will be credited or debited automatically to your account with your franking machine supplier. You will receive a VAT statement and Franking Account statement monthly.

Business Mail

Low Sort and High Sort options

Letter

				Number of items per day*				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**4,000-19,999**	**20,000-39,999**	**40,000-79,999**	**80,000-119,999**	**120,000+**
1st Class	Low Sort Mailmark	EBA	100g	53.5p	52.5p	51.1p	50.4p	49.8p
	Low Sort OCR	MXD	100g	58.8p	57.7p	56.3p	55.5p	54.9p
	High Sort Direct	LE1	100g	68.2p	67.1p	65.6p	64.9p	64.3p
	High Sort Residue*	LE1	100g	68.6p	67.5p	67.1p	66.8p	66.4p
2nd Class	Low Sort Mailmark	EBB	100g	37.3p	36.6p	35.6p	35.1p	34.7p
	Low Sort OCR	MXE	100g	40.9p	40.1p	39.1p	38.6p	38.2p
	High Sort Direct	LE2	100g	46.5p	45.8p	44.8p	44.3p	43.8p
	High Sort Residue*	LE2	100g	47.1p	46.3p	46.1p	45.8p	45.6p
Economy	Low Sort Mailmark	EBC	100g	33.0p	32.3p	31.5p	31.0p	30.7p
	Low Sort OCR	MXF	100g	36.9p	36.2p	35.3p	34.9p	34.5p
	High Sort Direct	LE3	100g	39.6p	38.9p	38.1p	37.7p	37.3p
	High Sort Residue*	LE3	100g	39.8p	39.4p	39.2p	39.1p	39.0p

Large Letters between 250g and 750g are priced per gram.
For details see the **Business Mail rate card.**

Prices in this table exclude VAT, which is charged at the standard rate.
*The price for Residue is based on the number of items per mailing, not per day.
Mailings of less than 4,000 items may be refused or charged at a higher rate.

Tray savings: For trayed mailings of Letters you can save 0.30p (ex VAT) per item from the prices in this table.

Standard unsorted options

Large Letter

				Number of items per sales order†				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1-249**	**250-749**	**750-1,999**	**2,000 4,999**	**5,000+**
1st Class	Standard Tariff	STL	100g	115.0p	113.2p	111.4p	109.1p	106.7p
			250g	160.0p	157.5p	155.0p	151.8p	148.5p
			500g	185.0p	182.1p	179.3p	175.5p	171.7p
			750g	257.0p	253.0p	249.0p	243.8p	238.5p
	Account††	UNA	100g	110.0p	108.3p	106.6p	104.3p	102.1p
			250g	155.0p	152.6p	150.2p	147.0p	143.8p
			500g	180.0p	177.2p	174.4p	170.7p	167.0p
			750g	252.0p	248.1p	244.2p	239.0p	233.9p
2nd Class	Standard Tariff	STL	100g	89.0p	87.5p	85.7p	83.7p	81.8p
			250g	123.0p	121.0p	118.4p	115.7p	113.1p
			500g	141.0p	138.7p	135.8p	132.6p	129.6p
			750g	196.0p	192.8p	188.7p	184.3p	180.2p
	Account††	UNB	100g	84.0p	82.6p	80.9p	79.0p	77.2p
			250g	118.0p	116.1p	113.6p	111.0p	108.5p
			500g	136.0p	133.8p	131.0p	127.9p	125.1p
			750g	191.0p	187.8p	183.9p	179.6p	175.6p

Prices in this table exclude VAT, which is charged at the standard rate.

†In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

††Barcode savings. A barcode is required for the Account options. For further information visit **royalmail.com/barcodesavings**

Business Mail

Highly machinable unsorted options

Large Letter

				Number of items per sales order				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1-249**	**250-749**	**750-1,999**	**2,000-4,999**	**5,000+**
1st Class	Mailmark	EBR	100g	110.0p	93.0p	90.9p	89.0p	87.0p
			250g	155.0p	131.0p	128.1p	125.5p	122.7p
			500g	184.8p	156.2p	152.7p	149.6p	146.2p
			750g	261.8p	221.2p	216.4p	211.9p	207.2p
	Advanced†	UNI	100g	110.0p	96.3p	94.6p	92.3p	90.1p
			250g	155.0p	135.7p	133.3p	130.1p	126.9p
			500g	184.0p	161.1p	158.2p	154.5p	150.7p
			750g	257.3p	225.2p	221.3p	216.0p	210.7p
	OCR	CL3	100g	n/a	103.7p	101.4p	99.3p	97.1p
			250g	n/a	147.7p	144.4p	141.4p	138.3p
			500g	n/a	191.8p	187.6p	183.7p	179.6p
			750g	n/a	271.5p	265.5p	260.0p	254.2p
2nd Class	Mailmark	EBS	100g	84.0p	73.7p	72.1p	70.6p	69.0p
			250g	118.0p	103.6p	101.3p	99.2p	97.0p
			500g	146.1p	128.2p	125.4p	122.8p	120.1p
			750g	207.1p	181.8p	177.8p	174.1p	170.2p
	Advanced†	UNJ	100g	84.0p	74.6p	72.9p	71.0p	69.2p
			250g	118.0p	104.8p	102.4p	99.7p	97.3p
			500g	145.2p	129.0p	126.0p	122.7p	119.7p
			750g	206.2p	183.2p	178.9p	174.3p	170.0p
	OCR	CL4	100g	n/a	82.1p	80.3p	78.7p	76.9p
			250g	n/a	118.5p	115.9p	113.5p	111.0p
			500g	n/a	156.0p	152.6p	149.4p	146.1p
			750g	n/a	221.5p	216.6p	212.1p	207.4p

Prices in this table exclude VAT, which is charged at the standard rate.

†In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Business Mail

Sorted options

Large Letter

				Number of items per day*				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1,000-9,999**	**10,000-19,999**	**20,000-39,999**	**40,000-59,999**	**60,000+**
1st Class	Low Sort Mailmark	EBA	100g	71.8p	70.5p	68.8p	68.0p	67.3p
			250g	81.1p	79.6p	77.8p	76.8p	76.1p
	Low Sort OCR	MXD	100g	80.1p	79.2p	78.8p	78.3p	77.4p
			250g	91.4p	90.4p	89.9p	89.4p	88.4p
	High Sort Direct	LE1	100g	74.7p	73.4p	71.6p	70.7p	70.0p
			250g	84.7p	83.2p	81.2p	80.2p	79.4p
	High Sort Residue*	LE1	100g	83.6p	82.3p	81.4p	81.4p	81.0p
			250g	94.3p	92.7p	91.7p	91.7p	91.2p
2nd Class	Low Sort Mailmark	EBB	100g	51.1p	50.2p	49.0p	48.4p	48.0p
			250g	66.3p	65.1p	63.6p	62.8p	62.2p
	Low Sort OCR	MXE	100g	56.6p	56.0p	55.7p	55.4p	54.7p
			250g	73.8p	73.0p	72.5p	72.1p	71.3p
	High Sort Direct	LE2	100g	53.4p	52.4p	51.2p	50.6p	50.1p
			250g	69.3p	68.1p	66.5p	65.7p	65.0p
	High Sort Residue*	LE2	100g	59.5p	58.6p	58.0p	58.0p	57.7p
			250g	77.3p	76.1p	75.3p	75.3p	74.9p
Economy	Low Sort Mailmark	EBC	100g	45.5p	44.7p	43.6p	43.1p	42.7p
			250g	58.5p	57.5p	56.2p	55.5p	55.0p
	Low Sort OCR	MXF	100g	50.3p	49.7p	49.4p	49.2p	48.6p
			250g	65.1p	64.4p	64.0p	63.7p	63.0p
	High Sort Direct	LE3	100g	48.1p	47.2p	46.1p	45.6p	45.1p
			250g	61.8p	60.7p	59.3p	58.6p	58.0p
	High Sort Residue*	LE3	100g	53.3p	52.7p	52.5p	52.2p	52.2p
			250g	68.5p	67.8p	67.5p	67.1p	67.1p

Large Letters between 250g and 750g are priced per gram.
For details see the **Business Mail rate card.**

Prices in this table exclude VAT, which is charged at the standard rate.

*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 1.0p (ex VAT) per item from the prices in this table.

Publishing Mail

Low Sort and High Sort options

Large Letter

				Number of items per day*				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1,000-9,999**	**10,000-19,999**	**20,000-39,999**	**40,000-59,999**	**60,000+**
1st Class	Low Sort Mailmark	EBP	100g	61.2p	60.5p	59.4p	58.4p	58.0p
			250g	68.6p	67.8p	66.7p	65.5p	65.1p
	Low Sort OCR	PQ3	100g	67.7p	66.9p	66.6p	66.2p	65.5p
			250g	75.3p	74.5p	74.1p	73.7p	72.9p
	High Sort Direct	PR1	100g	64.6p	63.9p	62.8p	61.6p	61.3p
			250g	71.3p	70.5p	69.3p	68.0p	67.6p
	High Sort Residue*	PR1	100g	70.1p	69.3p	68.9p	68.6p	67.8p
			250g	77.4p	76.5p	76.1p	75.7p	74.9p
2nd Class	Low Sort Mailmark	EBQ	100g	46.0p	45.5p	44.7p	43.9p	43.7p
			250g	58.6p	57.9p	56.9p	55.9p	55.6p
	Low Sort OCR	PQ4	100g	50.9p	50.4p	50.1p	49.8p	49.3p
			250g	64.9p	64.2p	63.9p	63.5p	62.8p
	High Sort Direct	PR2	100g	48.2p	47.7p	46.8p	46.0p	45.7p
			250g	61.6p	60.8p	59.8p	58.7p	58.3p
	High Sort Residue*	PR2	100g	52.1p	51.5p	51.2p	51.0p	50.4p
			250g	66.9p	66.2p	65.9p	65.5p	64.8p

For details of Large Letters between 250g and 750g and Parcels see the **Publishing Mail rate card.**

Prices in this table exclude VAT, which is charged at the standard rate.
*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 1.0p (ex VAT) per item from the prices in this table.

Subscription Mail

Low Sort and Manual options

Large Letter

				Number of items per day*				
Delivery Speed	**Option**	**Product Code**	**Weight up to and including**	**1,000-9,999**	**10,000-19,999**	**20,000-39,999**	**40,000-59,999**	**60,000+**
1st Class	Low Sort Mailmark	PQC	100g	56.7p	56.1p	55.1p	54.2p	53.9p
			250g	62.3p	61.6p	60.5p	59.5p	59.1p
2nd Class	Low Sort Mailmark	PQD	100g	40.5p	40.1p	39.4p	38.7p	38.5p
			250g	52.1p	51.5p	50.6p	49.8p	49.5p
		SBA	100g	62.6p	61.8p	60.6p	59.4p	59.0p
			250g	69.3p	68.4p	67.1p	65.8p	65.3p
		SBB	100g	46.2p	45.6p	44.8p	44.0p	43.7p
			250g	59.6p	58.9p	57.8p	56.8p	56.3p

*Mailings of less than 2,000 items may be charged at a higher rate.

**Mailings of new titles with a minimum of 1,000 items are permitted in the first year.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 1.0p (ex VAT) per item from the prices in this table.

Response Services

Business Reply and Freepost

Business Reply and Freepost enable your customers to respond easily and cost free to your outbound communications.

To get our lowest price simply provide your customers with a pre printed, machine readable envelope, typically used for many financial transactions and customer orders. This is our **PLUS** option and is available for letter format only.

If you want the flexibility of different sizes and weights to come back, then our **STANDARD** service covers all options.

Finally, if you want your customers to provide the envelope, and simply handwrite the return address, then **FREEPOST NAME** is ideal, as they only need to remember the name, not a postal address. Great if you are using broadcast media or off the page.

To get more detail on any of these options please visit **royalmail.com/responseservices**

Business Reply Plus & Freepost Plus			
Format	**Weight up to and including**	**1st Class**	**2nd Class**
Letter*	100g	62.0p	44.0p

Prices in this table exclude VAT, which is charged at the standard rate.
*Only Letter format items can be sent using Business Reply Plus and Freepost Plus.

Letter and Large Letters

	Business Reply Standard & Freepost Standard			Freepost NAME
Format	**Weight up to and including**	**1st Class**	**2nd Class**	**1st Class**
Letter	100g	68.0p	52.0p	69.0p
Large Letter	100g	98.0p	78.0p	107.0p
	250g	139.0p	112.0p	148.0p
	500g	187.0p	154.0p	196.0p
	750g	269.0p	219.0p	278.0p

Prices in this table exclude VAT, which is charged at the standard rate.
Note: The Business Reply Standard and Freepost Standard prices above apply to alpha, alpha numeric and licence barcode styles.

Response Services

Business Reply and Freepost

Parcels*

	Business Reply Standard & Freepost Standard			Freepost NAME
Format	**Weight up to and including**	**1st Class**	**2nd Class**	**1st Class**
Parcels	0-1000g	£4.30	£3.35	£4.45
	1250g	£6.55	n/a	£6.65
	1500g	£7.35	n/a	£7.45
	1750g	£8.50	n/a	£8.60
	2000g	£9.10	n/a	£9.20
	4000g	£12.45	n/a	£12.60
	4000-6000g	£16.65	n/a	£16.80
For each additional 2000g or part thereof add		**£4.20**		**£4.20**

Prices in this table exclude VAT, which is charged at the standard rate.
Note: The Business Reply Standard and Freepost Standard prices above apply to alpha, alpha numeric and licence barcode styles.
*Prices effective from 1 January 2021.

Licence Fees – to use any of our Response Services, you'll need to sign up for the appropriate annual licence. Once you've signed up you'll only pay postage for the replies you receive.

Service	Annual Licence Fee
Business Reply Plus, Freepost Plus, Business Reply Standard and Freepost Standard Response Plus > 10 licences	£99.50/£62
Freepost NAME (first licence)	£240
Freepost NAME (subsequent licences)	£130
Royal Mail Special Delivery Guaranteed with Response	£140

Prices in this table exclude VAT, which is charged at the standard rate.
Please note that a deposit may be required.

Admail – is our redirection service for direct response advertisers, enabling you to receive orders and enquiries at a different address from the one used in your promotional material or advertising.

Duration	Price
30 days	£212
60 days	£335
90 days	£435
180 days	£735
1 year	£1,050

Prices in this table exclude VAT, which is charged at the standard rate.

Inbound Mail Services

Selectapost – saves you time by delivering mail already sorted by up to 25 departments or categories.

The right choice for your business if you:

- need to have mail on desks in the quickest possible time
- need us to deliver your mail already sorted into as many as 25 categories that you specify, such as departments or your floors.

To find out more go to **royalmail.com/selectapost**

	Price	Price
	If delivered to a single point	**If delivered to multiple points**
Fixed Annual charge per selection*	£194.50	£194.50
Per 1,000 Letters	£31.50	£32.60
Per 1,000 Large Letters	£47.00	£48.10

Prices in this table exclude VAT, which is charged at the standard rate.
*Annual charge is invoiced quarterly.
Please Note: These are current prices and do not change on 1 January 2021.

Pre-sorted Delivery – if you receive on average 6,000 items or more daily, or need more than 25 departments, Pre-sorted Delivery saves you time by delivering mail already sorted.

The right choice for your business if you:

- want us to sort your company's incoming mail before it's delivered, saving you time and freeing up space
- would like the choice of having your mail sorted to more than 25 departments or categories
- are looking for savings efficiency.

If you would like a quote go to **royalmail.com/psd**

Early Collect – enables you to collect your mail at an earlier time that suits you.

The right choice for your business if you:

- want to respond to your customers at the earliest opportunity
- need the convenience of picking up mail from your local delivery office before office hours, 6.00am until 8.30am, Monday to Saturday.

For more information go to **royalmail.com/earlycollect**

Early Extraction – enables you to access your mail at the earliest possible time in the morning.

The right choice for your business if you:

- want to access your mail ahead of normal delivery time – and as early as you need
- would like the chance to process incoming mail sooner
- want the flexibility of a six days a week service.

If you would like a quote go to **royalmail.com/earlyextraction**

Adjustment Charges

Mailmark Adjustment Charges

Fault	Applies to	Flat Fee	Per Item Fee	Notes
Missorts	Mailmark Letters	n/a	12.95p	Adjustment charges only apply when one or a combination of charges result in a charge of £10 or more per eManifest Postcode and Delivery point suffix accuracy adjustment charges only apply if the combined result drops below 90% per eManifest
Missorts	Mailmark Large Letters	n/a	37.75p	
International item as domestic	Mailmark	n/a	£1.85	
Non-machine processed	Mailmark Letters	n/a	2.1p	
Non-machine processed	Mailmark Large Letters	n/a	3.79p	
Postcode accuracy	Mailmark Letters	n/a	8.3p	
Postcode accuracy	Mailmark Large Letters	n/a	16.30p	
Delivery point suffix accuracy	Mailmark Letters and Large Letters	n/a	0.89p	
Missing or incorrect eManifest ID	Mailmark Letters and Large Letters	£28.10	n/a	per eManifest
Unmanifested volume and Duplicates	Mailmark Letters and Large Letters	£28.10	0.47p Letters/ 0.74p Large Letters	per supply chain
Incorrect SCID	Mailmark Letters and Large Letters	£28.10	n/a	per eManifest
Item ID mismatch	Mailmark Letters and Large Letters	£28.10	n/a	per eManifest

Account and Advanced Charges

Fault	Applies to	Class	Format	Flat Fee	Per Item Fee
Barcode not seen	Unsorted Account	1st Class and 2nd Class	Letters and Large Letters	n/a	6p
Sales order under declared – UK	Account and Advanced	1st Class 2nd Class 1st Class 2nd Class	Letters Letters Large Letters Large Letters	n/a	69p 44p £1.55 £1.18
Sales order under declared – International	Account and Advanced Ls and LLs		Letters Large Letters	n/a	£1.93 £4.71
Not highly machinable	Advanced	1st Class 2nd Class 1st Class 2nd Class	Letters Letters Large Letters Large Letters	n/a	12p 8p 12p 8p
Missing sales order	Mailmark			£27.23	n/a
Incorrect sales order	Mailmark			£27.23	n/a

Prices in these tables exclude VAT, which is charged at the standard rate.
Full details of the Mailmark adjustment framework are available at **royalmail.com/mailmark**

Adjustment Charges

Machine Readable Adjustment Charges

Fault	Applies to	Flat Fee	Per item fee	Note
Low volume faults	Sorted machine-readable	£28.10	n/a	per posting
Medium volume low impact faults	Sorted machine-readable	£28.10	n/a	per posting
Medium volume high impact faults	Sorted machine-readable	£28.10	adjustment	10% of posting adjusted
High volume low impact faults	Sorted and non-sorted machine-readable	£28.10	n/a	per posting
High volume high impact faults	Sorted	£28.10	adjustment	100% of mailing adjusted
Incorrect licence design	BMA on account and Response Services	£28.10	n/a	per month

Prices in this table exclude VAT, which is charged at the standard rate.
Full details of the Low/High machine readable faults are available in the Quick Guides at **royalmailtechnical.com**

Other Adjustment Charges

Fault	Applies to	Flat Fee	Per item fee	Notes
Presentation errors	Sorted	£28.10	n/a	per posting
Incorrect labels/bag ties	Sorted	£28.10	23p	per label or tie
Incorrect cage cards	Sorted	£28.10	29p	per card used
Storage costs	Sorted	£28.10	29p	per cage per day
Overweight bags/bundles/trays	Sorted	£28.10	75p	per bag/bundle/tray generated
Overweight cages/yorks	Sorted	£28.10	75p	per cage/york generated
Minimum average items per selection	Sorted	£28.10	adjustment	100% of mailing
Bulk surcharging*	Unsorted	n/a	38p	per item
Response specification	Response Services	n/a	38p	per item
Missing sales order	All products	£28.10	n/a	per posting
Incorrect sales order	All products	£28.10	n/a	per posting

Prices in this table exclude VAT, which is charged at the standard rate, except for Bulk surcharges.
*Bulk surcharges are exempt from VAT.

Contact

We hope that this tariff guide has been useful, but should you need any further help or advice, please contact your Account Manager or visit **royalmail.com**

Alternative formats

If it would help you to have this booklet in a different format, we can provide it free of charge as:

A large print booklet
An audio CD
An audio tape
A Braille booklet

Simply call us on **03457 950 950**.

If you are deaf or hearing impaired, we offer a textphone service on **03456 000 606**.

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